
SpellRight PlusTM/64

Spell Checking for your Commodore 64 computer

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PLEASE READ CAREFULLY AND THEN COMPLETE AND RETURN YOUR REGISTRATION FORM

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PROFESSIONAL SOFTWARE INC.

SpellRight Plus/64™

User's Guide

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A Product of

SpellMaster Systems Software, Inc.

by Dwight Huff and Joseph Spatafora

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***** INTRODUCTION *******Copyright Notice**

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Preparing to use the Documentation

The following documentation has been prepared to make your future use of the SpellRight Plus/64 program as easy and productive as possible. To start that process, it is wise to insure that the SpellRight Plus/64 documentation is not lost or misplaced. It is therefore suggested that the SpellRight Plus/64 documentation be placed with the manual which was provided with the word processor, if possible.

This Software Package is configured to operate with the Commodore 64 Microcomputer and a Single Commodore 1541 Disk Drive.

Once you have The SpellRight Plus/64 loaded, and the Menu is displayed on the screen, it is possible to change the color of the background, text (character) color, or sound switch with the following commands:

To Change <u>C</u> olor of Background	: <PRESS> <SHIFT> <u>c</u>
To Change <u>T</u> ext Color	: <PRESS> <SHIFT> <u>t</u>
To Switch <u>S</u> ound ON/OFF	: <PRESS> <SHIFT> <u>s</u>

W E L C O M E !

You are entering the domain of **SpellRight Plus**. As one of our newest customers, your purchase of our product is genuinely appreciated by the program's authors. We believe that you will find that your recent investment was a wise one. To the best of our knowledge, SpellRight Plus/64 is the most capable proofreading software available for Commodore Microcomputers. Yet, SpellRight Plus/64 is actually a very simple computer program, requiring the operator to learn only a few commands and keystrokes. With a little assistance, the average user is capable of operating SpellRight Plus/64 in less than 30 minutes of study/instruction. Though simple to learn and operate, you will find that SpellRight Plus/64 will save you hours of drudgery while proofreading your important documents. In many cases, SpellRight Plus/64 can save hundreds of hours of professional and clerical time, while improving the quality and appearance of your documents. To maximize those savings, we ask a relatively simple favor.

Please make it easy on yourself and READ THE INSTRUCTIONS

The instructions are not lengthy. A few minutes spent reading the following pages will improve your early performance and minimize confusion.

We assume that there is no practical way of using our product without one of the compatible Word Processors which interface with SpellRight Plus/64 such as WordPro 3 Plus/64. In short, it would be a little difficult to proofread Word Processing text, without a Word Processor! Given that fact, it is important that you learn at least enough about your word processor to perform its basic functions. If you are not familiar with your word processing software at this point, **study the word processor instruction manual first**. It will make the SpellRight Plus/64 learning process much easier.

Assuming you now have a basic familiarity with your word processor, we will proceed with a basic overview of SpellRight Plus/64.

***** A QUICK OVERVIEW OF SPELLRIGHT PLUS/64 *****

Stated simply, SpellRight Plus/64 is a microcomputer program which proofreads word processor text files for misspellings. The program checks each word within that text for an exact match in SpellRight Plus/64's Dictionary. After SpellRight Plus/64 has checked every word in your draft text, SpellRight Plus/64 will present the **reviewed** text file for correction, editing and insertion of unfound, often used correctly spelled words into your **User Dictionaries**. This last portion of SpellRight Plus/64's operation is called the **Edit** phase.

During the SpellRight Plus/64 **Edit** phase, each word that was not found in the Dictionary, will be presented to you in **reverse video**, that is, the word will be shown as black letters on a white background. The words displayed in reverse video are referred to in this manual as **Suspect words**, that being there is no exact match of these words in the Dictionary, and therefore the word is suspected to be incorrect. Many times, a Suspect word such as, "**reeedd**" will require correction. For truly misspelled words, the operator may simply type over the misspelled portion of the Suspect word, and then hit the <RETURN> key to jump to the next Suspect word.

In other cases, proper names such as "Madison", or technical terms such as "miniaturization" will not be found in the Dictionary. In this case, the word "Madison" will be presented as a Suspect. You may elect to simply skip over this word by hitting the <RETURN> key. On the other hand, correctly spelled words that you desire to permanently insert in your User Dictionary (because they will be used often) can be included with a single keystroke.

As you begin to add words to your **User Dictionary**, a few hints to improve your productivity should be offered. First, make certain that the word that you are adding to the User Dictionary is correctly spelled. While it is possible to delete a misspelled word from the User Dictionary, it is far easier to avoid the time required to make a deletion by exercising care when adding words to the User Dictionary. Second, evaluate carefully whether you are likely to regularly encounter this suspect word, before you decide to enter the word into your User Dictionary. While you have the capacity to add at least **1500** words into the User Dictionary, it is helpful to remember that there are over **400,000 words** in a Webster Dictionary.

It should be obvious that every potential word can not be included. The capacity of your floppy disk drive would not be sufficient. Secondly, such an exhaustive approach would be very inefficient, given the value of your time. The SpellRight Plus/64 Dictionary was carefully constructed to include the most frequently used words in general business and professional

correspondence to assure speed and a complete review of your text. You should find that in most cases, the vast majority of correctly spelled words will be found, thereby leaving you the small task of reviewing true misspellings, certain proper names and/or specialized words.

In some circumstances, you will note that an apparently common word has been presented as a Suspect word. For example, probably 98% of all schoolchildren are familiar with the spelling of the word "goat". Yet, you will not find "goat" in the SpellRight Plus/64 Dictionary, as our analysis has shown that it is unlikely to occur in business or professional text. If for some reason, your word processing regularly uses the word "goat", you will find it easy to include it in your User Dictionary. We believe that you will find that the supplied dictionary is a solid compromise between speed, efficiency, and completeness, covering the vast majority of commonly used words used within the business, and professional environment.

*** SPELLRIGHT PLUS/64 SYSTEM DISKETTE ***

The SpellRight Plus/64 System Diskette contains a series of programs/files necessary to perform the SpellRight Plus/64's proofreading tasks. Be certain that you have purchased the proper SpellRight Plus/64 program by examining the label on the diskette of the SpellRight Plus/64 which will indicate which Commodore computers and which word processor that this particular version of SpellRight Plus/64 is designed to operate with.

The Files on the SpellRight Plus/64 System Diskette include:

- * The SpellRight Plus/64 loader program
- * The SpellRight Plus/64 program.....
(titled similar to splal072l3pp)
- * A SpellRight Plus/64 Help Menu
- * A series of SpellRight Plus/64 Dictionary Modules....
(titled a thru k, etc.)
- * An empty "User" Dictionary Module for insertion of additional words desired by the Operator.
- * A Utility program that complements SpellRight Plus/64 which checks the the SpellRight Plus/64 Dictionary to assure that the dictionary is in good working order.

***** LOADING THE SPELLRIGHT PLUS/64 PROGRAM *****

Assuming that you are using a Commodore 64 and 1541 Disk Drive.....

At this point, you are ready to load the SpellRight Plus/64 program. If any other programs have been loaded previous to loading SpellRight Plus/64, we suggest that you turn the computer "off" for a moment then back "on" in order to reset the computer. Make certain that both the microcomputer and the disk drive are turned "on". Take your SpellRight Plus/64 System Disk and insert that diskette into the Floppy Disk Drive.

After the SpellRight Plus/64 System Disk has been inserted with the label up, <TYPE> in the following command:

load"*,8 and then <PRESS> <RETURN>

Drive #0 will light up, and the display screen will indicate that the program is being loaded.

When the word "ready" appears on the screen with the flashing cursor, <TYPE> run and then <PRESS> <RETURN>. During the loading procedure, the disk drive will "whir and click" and the red indicator light will flash. Do not be concerned. This is part of the normal loading operation of SpellRight Plus/64. The SpellRight Plus/64 Logo will normally appear within 5 seconds. The Logo will remain on the screen for approximately 20 seconds while the SpellRight Plus/64 program is loading into your system. When the loading is complete, the SpellRight Plus/64 Menu will be displayed.

If for any reason the SpellRight Plus/64 Logo or Menu does not appear, remove the SpellRight Plus/64 System Disk and turn the computer power switch to the "off" position, wait a moment, and then return the power switch to the "on" position. At this point, return the SpellRight Plus/64 System Disk to Drive #0 and re-enter the load command noted in the paragraphs above (<TYPE> load"*,8 <RETURN> and then <TYPE> run). If you are still unable to see the SpellRight Plus/64 Menu, contact your dealer for assistance.

***** OPERATING THE SPELLRIGHT PLUS/64 PROGRAM *****

At this point, you should have the SpellRight Plus/64 Menu on your screen. There are a variety of options that you could select at this point. The first selection that will be covered is the most preliminary alternative.... **Option <F2> - SpellRight Plus/64 HELP File.**

NOTE : Each of the Following Menu Selections may be selected via the corresponding Commodore Function Keys (located to the right of the main keyboard) or with the equivalent numeric key. In other words, as an example, you can select the #1 Menu option by either pressing the <F1> key or the <1> key, each having the identical effect.

SpellRight Plus/64's HELP Menu - Option <F2>

Option <F2> is made available as your own on-line "Crib Sheet", in order that you can remind yourself of the major commands associated with the operation of SpellRight Plus/64, without having to refer to your written documentation. This menu serves as a capsule summary of the commands that can be used in the Edit Mode of SpellRight Plus/64. All commands contained in the HELP Menu are outlined on page 15 (Edit Mode Keystroke Summary). The HELP Menu can be called from the SpellRight Plus/64 System Disk at any point that the SpellRight Plus/64 Menu is displayed. After you have called the HELP Menu, you may return to the SpellRight Plus/64 Menu by pressing any key. While the HELP Menu will not replace the need to read the documentation, it should allow you to rapidly begin to operate SpellRight Plus/64 without memorizing SpellRight Plus/64's keystroke command structure.

You will note that there are only a few commands listed on the HELP Menu screen. This is due to the fact that:

1. SpellRight Plus/64 has relatively few commands; and
2. SpellRight Plus/64's screen prompts attempt to include on the CRT screen (wherever practical) what options are available, and/or lists any keystroke codes that are available to the operator.

Begin SpellRight Plus/64 Review - Option <F1>

The next Menu selection to be described from the SpellRight Plus/64 Menu is **Option <F1>, Begin SpellRight Plus/64 Review.**

Upon selecting Option <F1> on the SpellRight Plus/64 Menu, the program will prompt you to place the floppy disk which contains the text file(s) which need proofreading, into the Disk Drive.

After the disk is inserted, <PRESS> <RETURN> to indicate that you are ready to proceed.

There will be now be an immediate screen response to the Option <F1> selection, and you will now be prompted to indicate as to whether you wish to use the Fast Track Dictionary (<PRESS> f) or the Normal Dictionary (<PRESS> n).

If you simply <PRESS> <RETURN> instead, SpellRight Plus/64 will "default" to the Fast Track Dictionary option.

Fast Track versus Normal Dictionary

If you select the **Normal Dictionary** Option, the entire SpellRight Plus/64 Dictionary (including any words that you have entered in your User Dictionary) will be used in the review of your text file.

If you select the **Fast Track Dictionary** Option, approximately seven thousand of the most frequently used words contained within the SpellRight Plus/64 Dictionary, plus any words within your User Dictionary, will be used to review your text file. This option allows you to maximize speed of the text review, while still eliminating the vast majority of correctly spelled words from the words suspected to have mistakes in spelling.

NOTE : Our experience during the testing of SpellRight Plus/64 indicates that a significant portion of SpellRight Plus/64 operators found the "Fast Track" option helpful in trying to respond to the time constraints of "rush" projects or used this option on low level correspondence that did not require maximum care in document preparation. The Fast Track option is also discussed in further detail in a later section of this User's Guide.

Once you have made your selection of the type of dictionary (Fast Track or Normal), the screen will request that you enter the name of the file to be reviewed. At this point you have two options. You may either directly type in the name of the file, taking care to assure the filename is precisely typed. Your second option is designed to make loading the desired file quick and easy, via SpellRight Plus/64's **scrolling directory**.

To use the "scrolling directory" simply <PRESS> <RETURN> when the screen requests that the filename be entered. Within a few seconds the first filename will appear on the screen. You may now "scroll down" the directory to examine each filename by depressing the <CURSOR DOWN> key. You may also "scroll up" the directory by pressing the <CURSOR UP> key. When the filename you desire is visible on the screen, press the "pound sign" (£) key, and SpellRight Plus/64 will automatically load the desired textfile.

You will note that the textfile requested will be loaded. At this point, you will be prompted to re-insert the SpellRight Plus/64 System Disk. You will then be prompted to <PRESS> <RETURN> to indicate that the SpellRight Plus/64 System Disk is properly inserted in the machine.

SpellRight Plus/64 will now begin to compare your text to the Dictionary Modules in order to identify "suspected" misspellings. The screen will display the name of the textfile which is being processed, as well as the number of the Dictionary Module which is now being examined. You will also note that in the upper right corner of the display screen the words "working on" have appeared and immediately to the right of this area a continuous stream of letters will cycle in a right to left direction. This stream of letters are displayed for the operator's convenience to indicate that the proofreading process is progressing normally. As each Dictionary Module is processed, you will note that the Dictionary Number Counter will be updated (located on the top center of the display screen).

Should you for any reason wish to stop a Dictionary Review once it is started, <PRESS> and hold the <@> key. Spellright Plus/64 will return to the Menu at the end of the current Dictionary Review.

You will also note that SpellRight Plus/64 also displays a count of the number of words within the textfile, as well as the "current" number of Suspect words. As each Dictionary Module is processed, the number of Suspect words will be updated to reflect those words within the text that have been found thus far within the SpellRight Plus/64 Review.

After User Dictionary Module #12 has been processed, the display screen will prompt the operator to <PRESS> <RETURN>, in order to proceed to the Edit Mode of SpellRight Plus/64.

The SpellRight Plus/64 Editing Process

After SpellRight Plus/64 has completed its review of your textfile, you will be presented with the first screen of text in which all words that were not found in the Dictionary will be presented in reverse video. For the purposes of this documentation, words that are not found to have identical matches in the SpellRight Plus/64 Dictionary are referred to as "Suspect Words". In short, these words are suspected to be misspelled. Your primary task at this point is to inspect these Suspect words and correct any misspellings that you find. You will also have the opportunity to insert those Suspect words which are actually correctly spelled into the User Dictionaries, so that SpellRight Plus/64 will not flag that particular word in the future.

The Mechanics of SpellRight Plus/64 Editing

After the Dictionary Review process, SpellRight Plus/64 presents the operator the first screen of text with a number of Suspect words in reverse video (black letters on a white background). You will notice that the cursor (a flashing white square) will be located on the first character of the first Suspect word. If this Suspect word is misspelled, you may correct it by simply overstriking the incorrect letters. You will find that all the Alphabet Keys (upper/lower case), the Hyphen Key, the Apostrophe Key, and the Space Key are available to you in order to correct the mistake. You may also use the "Insert" key (<INST>), the "Delete" key (), as well as the "Cursor Right" key (<CRSR RIGHT>) and the "Cursor Left" key (<CRSR LEFT>) to properly position the letters in the word.

After you have corrected the word to your satisfaction, you may proceed to the next Suspect word by pressing the <RETURN> key. Following the above process again, you may correct the next Suspect word, if appropriate.

Note that you cannot type beyond the end of the misspelled word. If your correction requires you to lengthen the correct word, simply press the <SHIFT> and <INS/DEL> key for each character you wish to insert.

You will note that the cursor will jump from one Suspect word to another. When the end of the screen is reached we can <PRESS> <RETURN> to advance SpellRight Plus/64 to the next screen of text.

SpellRight Plus/64 also has a <CONTROL> key to provide additional commands for editing. The <CONTROL> key is the <F7> key, and notice that when <F7> is pressed, the "C" in "Copyright" becomes highlighted (reverse video). Should you accidentally press <F7>, pressing <F7> again will exit the <CONTROL> Mode and the "C" will no longer be highlighted. The <CONTROL> key is always followed by pressing another key as you will soon see.

If you wish to jump forward a full screen page at a time, you may press SpellRight Plus/64's <CONTROL> Key (the <F7> Function key, located in the lower right hand corner of the keyboard), followed by pressing the letter p [for page].

Or, you may wish to exit the SpellRight Plus/64 editing process (which will update the User Dictionary and give you the option of saving the edited text file) **before** reaching the end of the document in memory. To do this, press the <CONTROL> Key (<F7>) followed by the letter x to exit and complete the Edit Mode.

Also, SpellRight Plus/64 offers another method of exiting the editing process (the Edit Mode), this is called the "abort" option. If the <CONTROL> key is pressed followed by the <@> key, the Edit Mode will be aborted and you will be returned to the SpellRight Plus/64 Menu. Using this technique, all of your previously completed editing will remain intact, but the entire computer storage area which holds the words to update the User Dictionaries will be emptied.

During the course of your editing, you will find that a number of the Suspect words are actually correctly spelled, particularly as you begin to use SpellRight Plus/64 on a daily basis. This is due to the fact that there are a number of words that you will regularly use that would be obviously inappropriate for the SpellRight Plus/64 Dictionary to ordinarily include. For example, your first and last name, the street name of your place of business, and a variety of technical or specialized words that are primarily used in your particular occupation. Given this situation, SpellRight Plus/64 will provide you an opportunity to include these correctly spelled words in the SpellRight Plus/64 Dictionary.

Adding Correctly Spelled Words to the User Dictionary

When SpellRight Plus/64 highlights a word that is correctly spelled, you are confronted with a choice. If the Suspect word is a word that you use regularly, then you may enter that word into the SpellRight Plus/64 User Dictionary Module by pressing the "Up Arrow" key (located on the second row of keys,... the second from the right next to the <RESTORE> key). You will note

that the reverse video highlighting is turned off by this action. By pressing the <UP ARROW> key, you are actually placing that word in a special place in the computer's memory, until you finish editing the current text file. After the editing process, each word selected (by pressing the <UP ARROW> key) will then be permanently written into the SpellRight Plus/64 User Dictionary. When you have completed editing your text, a list of words will be displayed to indicate which words are being updated to the User Dictionary. This display requires no action on your part.

If you are like most computer users, you will at some time in the future, mistakenly enter a misspelled word in your User Dictionary. You may also find that you no longer require certain words in your User Dictionary. All is not lost, you will have an opportunity to delete any incorrectly spelled or no longer needed words from the User Dictionary. At the same time, do your best to minimize these mistakes, as it is easier to prevent placing the wrong word in your User Dictionary in the first place than to take the time to delete that word.

Because you are using a CBM 1541 floppy disk drive, you should also remember that your User Dictionary has the capacity to insert between 1400 and 1700 additional words [depending on the average length of the words inserted]. After this amount of disk storage has been used up, there is no more room available for new words. So select Dictionary Words with some caution. Also at the same time, the speed of SpellRight Plus/64's proofreading review is directly related to the number of words in the Dictionary. Therefore it is not recommended that the operator uniformly include words that are unlikely to be encountered with any frequency in your normal workload. In short, as an example, unless you are an interior decorator, work in a paint store, or a jewelry firm, you are not likely to need **turquoise** in your User Dictionary.

Saving the Edited SpellRight Plus/64 File

After all the Suspect words have been reviewed and you reach the end of your text file, SpellRight Plus/64 will then automatically update the User Dictionary with your selections. At this point the screen will prompt you to remove the SpellRight Plus/64 System Disk and replace your Textfile disk back into the disk drive. After the Textfile disk has been inserted, the screen will prompt you to <PRESS> <RETURN> key to indicate that the disk exchange has been completed.

After this step, the screen will ask whether you wish to "save" your edited file back to the Textfile Disk. If you simply <PRESS> <RETURN> at this point, your edited file containing all your corrections will be saved under the identical name in which it was called from the "scrolling" directory.

If as expected, SpellRight Plus/64 finds a file by the identical filename on the Textfile Disk, SpellRight Plus/64 will inform you that a file by that filename already exists ["File Exists"] and will ask you to confirm that you wish to "overwrite" this file. In other words, the file already on the Textfile Disk will be permanently replaced by your "edited" file which is currently in the microcomputer's memory. You may select this option by pressing **y** (for Yes) or abort this option by pressing **n** (for No), thereby allowing you to rename the file (if you wish) or return to the Menu without saving the file.

You may also save the "edited" file by simply typing in a new filename. In this case, your original file is not altered, but an additional "edited" version of the textfile will be written to the Textfile Disk for your use. If you do not wish to save your edited file for some reason, you may return to the Menu by pressing the **<@>** key.

With a little luck, your textfile should now have been proofread, edited, and permanently saved to the Textfile Disk for use by your word processor. It may now be printed or otherwise modified by the normal operations of your word processor.

Re-Edit a Text file Without a Dictionary Review - Option <F3>

This option is included for the operator to provide a "second chance" to act on the text file **which is currently in the computer's memory.**

The operator can return to the file and edit the file "as if" the text file had completed a SpellRight Plus/64 Dictionary Review. Suspect words may be modified or inserted in the User Dictionary. This feature is very useful if a SpellRight Plus/64 Edit was aborted before it was complete (e.g. by pressing the CONTROL key **<F7>** followed by **x**).

Option **<F3>** can also be effectively used in the event that a large quantity of correctly spelled words are being entered into the User Dictionary, and it is necessary to update the User Dictionary prior to completing the SpellRight Plus/64 Edit Mode. In this case, the operator can simply **<PRESS>** the Control key **<F7>** and then **<PRESS>** **x** to update the User Dictionary, and then return to the Menu. At this point, Option **<F3>** will then allow immediate re-entry into the file currently in memory, and the SpellRight Plus/64 Edit process can be completed.

SpellRight Plus/64 Edit Mode Keystroke Summary

<UP ARROW>	Place word in User Dictionary
<CRSR ← > or <CRSR → >	Move cursor left or right along Suspect word
<INS/DEL>	Delete the character to the right of the cursor
<SHIFT> <INS/DEL>	Insert a character at the cursor's position
<RETURN> or <CRSR DOWN>	Move to the next Suspect word
<HOME>	Move to the first Suspect word on screen page
<F7> followed by p	Move to the next screen page
<F7> followed by x	Exit Edit Mode, update User Dictionary and save the edited text
<F7> followed by @	Abort Edit Mode and go to the Menu

Converting the User Dictionary into a Textfile - Option <f7>

SpellRight/64's <f7> option (Converting User Dictionary to Textfile) allows you to create a textfile of the User Dictionary. Once the textfile has been created from your User Dictionary, you may print this textfile with your word processor. As a result, you are given the ideal opportunity to see all words that comprise your User Dictionary.

Upon pressing the <f7> key, you will be asked to insert the SpellRight Plus/64 System Diskette in the disk drive and to press <RETURN>. SpellRight Plus/64 now begins converting the User Dictionary into a textfile. Once this process is completed, you will be asked to insert the diskette that you would like the textfile to be stored on, and then press the <RETURN> key.

At this point, you are asked to name the textfile that will contain the contents of your User Dictionary. Either press the <RETURN> key, in which the textfile will automatically be named "user.wp", or enter any name you desire (up to 16 characters in length) and press <RETURN>. The textfile will be saved on the disk. When the saving operation is finished, press the <@> key to return to the SpellRight Plus/64 Menu.

Delete Words from SpellRight Plus/64 Dictionary - Option <F5>

NOTE : the DELETE option will ordinarily be used infrequently. There will be only minimal reduction of SpellRight Plus/64's effectiveness if a few misspelled words are mistakenly entered into the User Dictionaries. If you exercise a little care, it should not be necessary to select this option more than once or twice a month.

Remember, when you are editing SpellRight Plus/64 files, you have the option of pressing the Control Key <F7>, followed by pressing @ to "abort" the SpellRight Plus/64 Edit Mode. In

other words, if you have mistakenly inserted one or more misspelled words by use of the <UP ARROW> key, you can abort the Edit Mode, return to the Menu, and then return to the same file immediately by selecting Option <F3> (Re-Examine File Without Dictionary Review). Using this technique, all of your previously completed editing will remain intact, but the entire computer storage area which holds the words to update the User Dictionaries will be emptied. **Preventing** a misspelled word from entering the User Dictionary is easier than **Deleting** that same word from the User Dictionary.

In case any misspelled words do accidentally become stored in the User Dictionary, Option <F5> allows the operator to eliminate words from the User Dictionary in order to accomplish either of the following objectives:

1. Elimination of Misspelled Words that have been mistakenly entered into the User Dictionary.
2. Elimination of Correctly Spelled words from the User Dictionary in order to "make room" for higher priority words. This objective is important to SpellRight Plus/64 users that use the Commodore 1541 disk drive, as their User Dictionary's capacity is approximately 1500 words.

The Delete Word option is begun by selecting Option <F5> from the SpellRight Plus/64 Menu. The Screen will request that you enter the words that you wish to delete. Simply type in these words, taking special care to spell them as they appear in the User Dictionary. Following each word, <PRESS> <RETURN> to indicate that the word being entered is complete. After you have completed entering all the words to be deleted, <PRESS> <@> to begin the deletion process. Normally, it will take approximately 1 to 3 minutes to complete this deletion process. After the deletions have been accomplished, the Menu will return to the screen.

If by chance you attempt to delete a series of words that contain more than 250 characters in total, SpellRight Plus/64 will automatically begin to delete words, and you will note that the top-center status line will indicate that the Delete Buffer is Full. After these words have been deleted, SpellRight Plus/64 will return to the Menu. You may again return to Option <F5> to begin the process of deleting more words from the User Dictionary.

You may wish to reprint the User Dictionaries after the Deletion process is complete, to assure that the process was successful and your keyboard entry was accurate. Naturally, SpellRight Plus/64 will not be able to delete words that are incorrectly entered, so take care to precisely type those words to be deleted.

NOTE : When you are typing in words to be deleted, **please enter**

the word as it is actually misspelled on the printout of the User Dictionary.

Exiting the SpellRight Plus/64 program - Option <F4>

This Menu selection allows an orderly exit of the SpellRight Plus/64 program and is recommended by the authors. While it is possible to "simply turn off the computer" after you are through using SpellRight Plus/64, Option <F4> executes a feature of SpellRight Plus/64 which checks the Dictionaries and the program and updates a disk file (called "st") to reflect any major changes to the Dictionary that took place during the SpellRight Plus/64 session. While selecting this option takes approximately ten (10) seconds, it is well worth the investment of time to insure that your SpellRight Plus/64 will operate with optimal efficiency and accuracy.

***** HELPFUL HINTS FOR IMPROVED PERFORMANCE *****

It is important to note in any discussion of SpellRight Plus/64's capabilities that there are a number of tasks associated with proofreading that are not within the scope of the SpellRight Plus/64 program. Stated concisely, SpellRight Plus/64 was designed to identify words within a textfile that have no exact match in an existing dictionary of words contained on the SpellRight Plus/64 System Disk.

SpellRight Plus/64 was not designed to:

1. Identify whether the construction of your sentence conveys the meaning which you intended. The following example demonstrates that a group of words can be correctly spelled without making any (or much) sense to the reader.

"Your authorize will farther bright heighten"

This series of words will be reviewed by SpellRight Plus/64 without the identification of any Suspect words. No misspellings, yet no understandable message either.

2. Identify words that were mistyped, but happened to represent the correct spelling of another word. For example:

"Thee cowboy road his hoarse into town"

Both of these examples demonstrate that while microcomputers and computer software can be incredibly fast and willing servants checking millions of possible combinations to assist human endeavors, ...computers can not challenge the human mind in understanding context, intent, or concepts. At the same time, programs such as SpellRight Plus/64 can perform significant services by eliminating misspellings and saving time for clerical and professional staff. The trick is to understand SpellRight Plus/64's strengths and speed, as well as its limitations.

The process of Proofreading is really a combination of the following tasks (at a minimum):

1. Correction of Misspellings
2. Verifying that the intended meaning was presented.
3. Identification of punctuation errors.
4. Checking for numerical entry errors (if appropriate)

Even a cursory analysis of the proofreading process demonstrates that when a secretary or professional worker starts to proofread draft text.... a surprisingly complex task is being completed. In fact, the complexity of the task is the reason that one or more of the above tasks are often not adequately completed. SpellRight Plus/64 allows the secretary or professional to increase concentration on "context" and "punctuation", without having to fear that an embarrassing misspelling will be found within an important contract, letter, or proposal.

If the following approach is taken while using SpellRight Plus/64, the operator should note a significant improvement in the quality of office correspondence.

- Step 1 After the draft text has been "saved" by the word processor, print out a copy for your initial review. Double spacing your draft copy can often improve your proofreading performance.
- Step 2 After a "hard" copy of the text has been produced, load SpellRight Plus/64 and begin the SpellRight Plus/64 Review cycle.
- Step 3 As SpellRight Plus/64 checks for misspellings, read your draft for "content" (do these words make sense?). Don't worry about punctuation or misspellings. Make notes on your hard copy where the text's content requires improvement. By the time you have completed your "content oriented" review, SpellRight Plus/64 will be ready to present the Suspect words within the text.
- Step 4 Complete the SpellRight Plus/64 Edit Mode, making corrections as necessary, and then saving your corrected textfile to the Textfile Disk for permanent storage.
- Step 5 Reload your word processor, and make the corrections that you identified in Step 3, which were based on "context" issues. If you are careful during this step with your spelling, another SpellRight Plus/64 Review will not be necessary. Naturally, save your updated text after you have made your revisions.

Step 6 Conduct a final review of your document by printing out a final copy of the text. During this review emphasize examination of text layout and punctuation. Make necessary corrections.

Step 7 Print out a "quality" document.

While the authors can not guarantee an absence of mistakes, the above approach should optimize your performance as a proofreader, by subdividing this important task into a logical series of events, which build upon each other.

***** ADDITIONAL PROGRAM NOTES *******Additional Notes on Using the "Fast Track" Dictionary**

The rationale for a shorter "Fast Track" Dictionary option is a simple one. Simply stated, some words are far more frequently used in business correspondence than others. For example, scientific studies have demonstrated that the word "of" is found more than 1100 times more frequently than the terms "density" or "false"! Actually, the 500 most frequently used words typically comprise nearly half of the words within the average business text. Yet, it would be foolish to buy a microcomputer proofreader that includes only five hundred words in its dictionary, as an unacceptable portion of the draft would still have to be carefully examined by the operator for misspellings. There would be too many Suspect words, even though more than half of the text would have been identified as correct.

Given this fact, the Fast Track Dictionary option was developed by the authors to offer an acceptable compromise between processing speed and proofreading accuracy. The Fast Track option uses the first four Modules of the SpellRight Plus/64 Dictionary, and then proceeds to check all of your User Dictionary Modules that have been added to the SpellRight Plus/64 Disk. Our testing indicates that this approach eliminates the vast majority of your textfiles from the suspect category. The specialized or technical terms that are used in your firm will be included in the review as the User Modules are reviewed, and therefore if a word is "flagged" as a Suspect word, the operator can be confident that a careful examination for misspelling is justified.

When no time constraints exist, or if it is desirable to eliminate as many correctly spelled words from the suspect list as possible, by all means use the Complete (Normal) Dictionary option. On the other hand, when that next "rush" project is being completed, the "Fast Track" Dictionary option will be an attractive alternative.

Use of the Check Dictionary program

As you may have guessed, the SpellRight Plus/64 program uses a Dictionary comprised of a number of special files on the SpellRight Plus/64 System Diskette. Ordinarily these files require no care on your part, other than the ordinary care which you should exercise with each of your diskettes. At the same time, you should be aware that any of your diskettes can become corrupted through a variety of means, such as power surges, hardware failure, magnetic fields, dirt, etc. The SpellRight Plus/64 program has been designed so that minor errors within the Dictionary will be ignored, and the proofreading process will continue.

In the event that you suspect that your SpellRight Plus/64 System Diskette has been corrupted, a program named "check dict" has been included, to help you assess the seriousness of the problem. In order to operate the **checkdict** program, turn your computer "off" and then "on" to clear your computer of any other program. Insert the SpellRight Plus/64 System Diskette into the disk drive. Then type load"checkdict",8 and press the <RETURN> key. After the program has been loaded, type run followed by a <RETURN>. Simply follow the instructions displayed on the screen.

The "checking" progress will take approximately 5 minutes during which time the status of each Dictionary file will be displayed on the screen. Ordinarily, the screen should indicate that for each Dictionary Module, the words beginning with each letter of the alphabet are in good working order. If an error is discovered within the review, the screen will indicate at which point in the alphabet the error has been discovered. If the review indicates no errors, obviously no further action is required.

If on the other hand, an error has been discovered, your SpellRight Plus/64 software will still operate adequately if the error is located within the latter portions of the Dictionary (i.e., after Dictionary Module "E"). In this case, a small portion of your Dictionary will not be available to be used by SpellRight Plus/64. Typically, the increase in correctly spelled words within your text that are marked as "suspect" is very small. Naturally, if more than one error is discovered or if you desire to have your software in optimal working order you may secure a Replacement SpellRight Plus/64 System Diskette at a nominal cost. For further information, please consult the License Registration Form included with the program.

***** DESCRIPTION OF ERROR MESSAGES *****

The following special conditions will be identified by the SpellRight Plus/64 program with a display in the top center of the screen, and are often also accompanied by a warning "tone".

Dictionary Buffer Full occurs during the SpellRight Plus/64 Editing process when you have "added" 250 characters to the User Dictionary Buffer.

Normal Response: Simply press the <CONTROL> key i.e., the <F7> key, followed by pressing the letter **x**. This command will update your User Dictionary with the new words you have selected and return to the Menu....then press Menu selection <F3> to re-enter the textfile without the need for another Dictionary Review. You may now advance through the text via the <CONTROL> **p** command to advance through the text a screen page at a time. Using the <CONTROL> **x** feature and then the <f3> feature to return to the Edit Mode, can be repeated as many times as necessary.

Memory Overflow occurs when a textfile is being loaded that exceeds the capacity of SpellRight Plus/64.

Normal Response: When this "memory overflow" condition occurs, it is advisable to return to the Menu and exit SpellRight Plus/64. Then reload the word processor, and divide the textfile into 2 or more "linked files" that contain less lines of text. If the file is not divided, it is possible that when the file is being "resaved" to the disk by SpellRight Plus/64, the portion of the file that exceeds the memory will be lost. Therefore, if you elect not to divide the file, be certain to resave the reviewed textfile under a different name in order to prevent loss of text from your original file. It should be noted that in normal circumstances, "memory overflow" is almost impossible to occur.

Disk I/O Error occurs when either the Textfile Disk or SpellRight Plus/64 System Disk can not be properly read by the program.

Normal Response: Replace disk(s) in question into drives carefully, making certain that the correct disk (the SpellRight Plus/64 System Disk or the Textfile Disk) is placed in the Drive. If this fails to resolve the error, either the disk media or disk unit is faulty.

Disk Full occurs when there is insufficient space available to resave your text file back to the Textfile Disk.

Normal Response: Remove the "full" disk from the Drive and insert another text disk into the Drive. Return to the Menu by pressing <RETURN> or the <@> Key, then <PRESS> <F3> from the Menu [Re-Review w/o Dictionary Review]. These actions should return you to the beginning of the current text file. Now <PRESS> the <CONTROL> key, i.e., the <F7> key followed by pressing the x key. You should follow the screen prompts as normal to resave the edited file in memory.

Dictionary Full occurs when all available space within User Dictionary has been filled.

Normal Response: After completing the Edit process on the current textfile, return to the Menu. In order to continue to insert additional User Dictionary words, additional dictionary space will have to be secured. It is advisable to use the Print Dictionary option from the Menu, in order to examine the words already inserted. Identify as many words as practical, that are either low priority or actually misspellings that were inappropriately inserted. Use the Delete Word option (<f5>) on the Menu to delete the words that were identified as expendable. Once the Delete Word option has been completed, additional space will be available for additional insertions to the User Dictionary.

What To Do If You Fill The User Dictionary

Due to the limited space on a 1541 Disk Drive you may find that the above error message will occur if you attempt to add too many words to the User Dictionary. If this should happen you must remove any unnecessary words from the User Dictionary before adding any new ones. Use the "Convert User Dictionary to Textfile" option (option <f7> from the Menu), then, through your word processing program, print "user.wp". This will produce a list of all the words in the User Dictionary. You then have two options:

1. Identify as many words as practical, that are either low priority or actually misspellings that were inappropriately inserted, and use the Delete Word option (<f5>) on the Menu to delete the words that were identified as expendable. Once the Delete Word option has been completed, additional space will be available for additional insertions to the User Dictionary.
2. Use the steps below to scratch and "blank out" the entire User Dictionary. Then, perform a SpellRight Review on the file "user.wp" (the converted User Dictionary created with option <f7>), you then may re-insert (using the <UP ARROW> key) only the words which you feel are still needed in your User Dictionary. You may find that this procedure is easier and faster than using the <f5> option which only deletes a word at a time.

- a. Turn off the power to your Commodore 64 and then turn it back on. (This places you in Commodore BASIC.)
- b. Place your SpellRight Plus/64 System Diskette in the 1541 disk drive.
- c. Type - OPEN 1,8,15,"S0: L" <RETURN>
(The computer will respond with "READY" and the disk drive will whirl momentarily and the red activity light will go on and then off.)
- d. Type - PRINT#1,"C0: L=TEMPLATE" <RETURN>
(The computer will respond with "READY" and the disk drive will whirl momentarily and the red activity light will go on and then off.)

Note: Should the disk drive not go on or the red activity light flash, one of the above steps has been improperly entered. Careful attention needs to be given to the use of capital letters, spaces, and punctuation. Do not use the <SHIFT> key to produce the capital letters in the above steps.

- e. Load SpellRight Plus/64 using the normal loading procedures. Your User Dictionary is now completely empty.

